

AHS Board and Executive Expense Report

Name: Dr Sharron Spicer
Title: Associate Chief Medical Officer, Physician Wellness, Diversity and Development
Location: Calgary
 Expenses approved during the month of February 2023

Travel (1)										
Approved MMM-YY	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-23	P-Card Expense Claim Direct Bill	Meetings Meetings		71	203	296	570			
							-			
							-			
Total			\$ -	\$ 71	\$ 203	\$ 296	\$ 570	\$ -	\$ -	\$ -

**Total for
the Month** \$ 570

Maximum daily single meal expense claimed in the month \$ 24
 Maximum daily base hotel rate claimed in the month \$ 150
 Non economy air travel in the month \$ -

1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

2) Professional Development

Includes conference, seminar and course registration fees and material

3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

AHS Executive Expenses Report Expenses

Claimant Name	Claimant Title	Claimant Location	Expense Claim Total								
SPICER, DR SHARRON	Associate Chief Medical Officer, Physician Wellness, Diversity and Development	Calgary	\$ 570.32								
Expense Date	Business reason	Expense Location	Expense Type	Amount	From Location	To Location	Justification	# of days	# of Attendees	Attendee Name(s)	Trip Distance
8/29/2022	Attend all day meetings with HR and Medical Affairs August 29-30		Mileage-Other	\$ 295.93	Calgary	Edmonton		1			586
8/29/2022	Meetings with HR and Medical Affairs August 29-30	AB - Other Zones	Accommodations	\$ 203.39			Travel Provider was not used for booking hotel. Executive Admin was new to AHS at the time of booking. Travel provider will be used going forward.	2			
8/29/2022	Attend all day meetings with HR and Medical Affairs August 29-30	AB - Other Zones	Meals Per Diem	\$ 71.00				2			
Approver(s) for the claim	Approval Status	Approval Date									
BELANGER, FRANCOIS	Approve	15-Sep-22									

Subject: hotel reservation

Start: Mon 8/29/2022 12:00 AM

End: Tue 8/30/2022 12:00 AM

Show Time As: Free

Recurrence: (none)

Organizer: Sharron Spicer

Congratulations sharron, you are on your way! Your hotel room reservation at Matrix Hotel is confirmed.

Your reservation details are below.

Guest Details

Name: sharron spicer

Contact Email: [REDACTED]

Reservation Details

Booking Status: CONFIRMED

Reservation Number: [REDACTED]

Itinerary Number: [REDACTED]

Check-in Date: Monday, August 29, 2022

Check-out Date: Tuesday, August 30, 2022

Hotel Details

Matrix Hotel

10640 100 Avenue NW

Edmonton Alberta T5J 3N8

CA

Room Details

Room 1 (sharron spicer):

Room Type: Deluxe Room, 1 King Bed

Guests: 1 Adult(s), 0 Children

Please note: Preferences and special requests cannot be guaranteed. Special requests are subject to availability upon check-in and may incur additional charges.

Payment Details

Room Sub Total: CAD \$150.30 (excluding taxes and fees)

Taxes & Fees: CAD \$33.10

Sub Total: CAD \$183.40

Service Fee: CAD \$19.99

Coupon Discount: CAD \$0.00

Total: CAD \$203.39 (including taxes and fees)

We have charged your credit card for the total amount of this reservation. All prices are displayed in CAD. The charges to your credit card were made by Travelscape LLC & Reservations.com

By confirming your booking you have agreed to Reservations.com [Terms of Service](#).

Hotel Cancellation Policy

Cancellations or changes made between 8/28/2022 4:00:00 PM and 8/29/2022 4:00:00 PM local hotel time, are subject to a hotel fee equal to 1 night(s) plus taxes and fees. The CAD 19.99 fee from Reservations.com included in the total is non-refundable. The room rates listed are for double occupancy per room unless otherwise stated and exclude tax recovery charges and service fees. Any partial hotel stays is subject to be charged for the full reservations amount.

Check-in Instructions

- Extra-person charges may apply and vary depending on property policy
- Government-issued photo identification and a credit card may be required at check-in for incidental charges
- Special requests are subject to availability upon check-in and may incur additional charges; special requests cannot be guaranteed
- The name on the credit card used at check-in to pay for incidentals must be the primary name on the guestroom reservation
- This property accepts credit cards; cash is not accepted
- Safety features at this property include a carbon monoxide detector, a fire extinguisher, a smoke detector, a first aid kit, and window guards
- Be prepared: check the latest COVID-19 travel requirements and measures in place for this destination before you travel.
- Please note that cultural norms and guest policies may differ by country and by property; the policies listed are provided by the property

Special CheckIn Instructions

Front desk staff will greet guests on arrival.

To view or cancel your reservation or if you need help regarding your booking, please visit

<http://support.reservations.com> or call 855-956-2201



Aug. 12 Aug. 15 HOTEL*RESERVATIONS.COM 855-956-2201 ON
Aug. 12 Aug. 15 WWW.RESERVATIONS.COM ORLANDO FL



183.40
19.99

